



Richland Area Community Center Job Description

Job Title: Office Manager
Reports to: Executive Director
FLSA Status: Part-time (Approx. 32 hrs per week)
Positions: 1
Prepared by: Executive Director
Prepared date: 08-01-2011
Compensation: \$12-\$15 per hour to start

GENERAL SUMMARY

Provides administrative, event, program and clerical support, disseminates information to the public (including through RACC website and social media sites), and manages assigned special events, office and building staff. Keeps records of financial transactions and digital and hard copy data files for establishment.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Routes daily mail and takes outgoing mail to the post office to be mailed
- Prepares routine correspondence, form letters, etc.
- Prepares and mails rental confirmation letters and invoices
- Maintains corporate records, board minutes, newsletters, etc.
- Answers telephone, provides information
- Greets visitors, evaluates needs and responds
- Supervising, directing and supporting staff (accountant, janitorial, maintenance and program) in their day-to-day tasks.
- Aids in preparing Newsletter and manages incoming articles
- Keeps the community updated with RACC activities: Community Calendars, Village Sign, RACC website, social media site(s), RACC sign updates communicated to Maintenance Staff
- Maintains office supplies and inventory

- Communicates with event participants/vendors and assists executive director in managing the flow of event communication, planning and logistics.
- Provides event/program analysis to evaluate of profitability versus community impact
- Follows up on current and past due accounts receivable
- Works with auditors on reviews and audits
- Maintain database of addresses for all contacts
- Any other duties as assigned

SUPERVISORY RESPONSIBILITIES:

This position may be required to supervise volunteer committees.

QUALIFICATIONS

Computer Knowledge: Familiar with internet, Microsoft Word, Publisher, PowerPoint and Excel, HTML knowledge a plus

Mathematical Skills: Basic math skills, computes balances, rates and percentages

Reasoning Ability: Able to apply common sense, carry out written instructions, and provide instructions

Communication Skills: Friendly disposition with the ability to field questions from the public as well as listen to complaints, people skills with an emphasis on listening.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires regularly sitting, use of hands and fingers, ability to feel objects, tools, or controls, reach with arms, speak and hear. The employee is frequently required to stoop, kneel, crouch, or crawl, stand, walk, and climb or balance. Also light lifting or moving of furniture to accommodate event set-up and rental clientele considered normal requests in this position.

Office environment: Noise level is usually moderate; there are frequent interruptions due to clients, customer and staff traffic as well as telephone calls.